

SANDY CITY
APPROVED CLASS SPECIFICATION

I. Class Title: Human Resources Intern

Revision Date: 3/03

EEO Code: Paraprofessional

Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under supervision of the Human Resources Management Analyst, performs research and assists in special assignments and administrative projects including training development, recruitment and selection, employee benefits, job descriptions, policy drafts, etc.

III. Essential Duties:

- Conduct research and write reports on topics assigned.
- Assist in special projects with data-gathering, analysis, execution and feedback.
- Perform a job descriptions audit.
- Contact other agencies and obtain information on salaries, benefits, job responsibilities, etc.
- Assist department with the annual open enrollment process.
- Assist with processing annual raises.
- Assist in scanning employee records.

IV. Marginal Duties:

- Performs other duties and projects as needed.

V. Qualifications:

Education: Study and general background in Human Resource Management, Public Management, Business, or closely related field.

Knowledge of: Some knowledge of current human resource issues; in-depth understanding of computer programs including word processing, spreadsheets, presentations and statistics; experience with web programming preferred; correct English usage, vocabulary, spelling and arithmetic.

Responsibility for: Working credibly with confidential records; working with city personnel on studies and projects to enhance division performance.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts with other departments, requiring tact and judgement to avoid friction; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and executives.

Tool, Machine, and Equipment Operation: Requires regular use of computer and telephone; frequent use of a copy machine, fax machine, and document image machine.

Analytical Ability: Analyze many aspects of data including financial, statistical, legal and subjective.

VI. Working Conditions:

Generally comfortable working conditions; occasional exposure to stressful situations as a result of human behavior and frequent deadlines; near constant mental application; occasional driving of a personal or city vehicle may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.